

# City of Canandaigua

Two North Main Street, Canandaigua, New York 14424

## Incident Report

**This is not a formal NOTICE OF CLAIM**

### Claimant Information :

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

### Claim Information :

Date of Incident: \_\_\_\_\_

Nature of Claim: \_\_\_\_\_

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Total Amount of Claim: \_\_\_\_\_

Please attach copies of supporting documentation:

	<u>Item</u>	<u>Amount</u>
Itemized Breakdown:	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

Claimant's Signature: \_\_\_\_\_

### **Instructions**

**Please complete this form and return to:**  
**City Clerk/ Treasurer**  
**2 North Main Street**  
**Canandaigua, New York 14424**

**Hours: 9:00 am – 4:45 pm**

**Clerk (585) 396-5000 ext 5017**  
**Treasurer (585) 396-5000 ext 5015**  
**Fax (585) 396-5016**

### **FOR OFFICE USE ONLY**

**Date Received:** \_\_\_\_\_

**Reported to Agent:** \_\_\_\_\_

**City Department:** \_\_\_\_\_